



# COMMUNITY AND RURAL DEVELOPMENT

Grant Fiscal Compliance Packet

December 2019

# Grant Fiscal Compliance Packet

This packet contains an overview of all fiscal forms and processes necessary for compliance and successful completion of a Community and Rural Development Program Grant from the Tennessee Department of Economic & Rural Development (ECD).

The following page lists all forms that must be completed to remain in compliance with the grant contract terms.

The subsequent pages give an overview of how each form should be completed.

Each form includes additional, specific instructions unique to its purpose. To access each form, click the title at the top of the respective page.

# Required Fiscal Forms

Forms required before grant activities begin:

- Sample Grant Budget & Examples
- Grant Payment Setup Form
- Supplier Direct Deposit Authorization
- W-9
- Title VI Pre-Audit Survey, Training & Quiz

Forms required during grant activities:

- Invoice Template
- Budget Revision
- Scope Change
- Contract Amendment
- Cumulative Adjustment



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**Pre-Grant Forms & Completion**

# Sample Grant Budget

- This is a sample copy of the budget template used in the final grant contract for TNECD programs
- The definitions/examples column provides commonly used expenses to assist with the development of a contract budget
- Review project scope and expected expenses to determine appropriate budget categories
- Final budget amounts should be shared with respective ECD Rural Development Program Director



# Grant Payment Setup Form

- Part I of Grant Payment Setup Form
- Must be completed once grant is awarded or prior to the contract development
- Must provide FEIN, bank account information and address
- Requires signature from grant contact
- Completed form should be emailed to [ECD.Invoices@tn.gov](mailto:ECD.Invoices@tn.gov)

# Supplier Direct Deposit Authorization

- Part II of Grant Payment Setup Form
- Must provide account holder information, authorization and financial institution verification
- Requires signature from grant contact
- Form should be **mailed** to State of Tennessee Supplier Maintenance (address noted on form)

**Note:** This form is only required:

1. If your organization does not have an account established with the state
2. If your organization wishes to change the current bank account information

# W-9

- Must be completed only if the grantee is receiving a TNECD grant for the first time or has a new sun-entity as a grant recipient
- Must provide contact information and federal tax classification
- Requires signature from grant contact
- Completed form should be emailed to [ECD.Invoices@tn.gov](mailto:ECD.Invoices@tn.gov)



# Title VI Pre-Audit Survey, Training & Quiz

- Must be completed in compliance with Civil Rights Act of 1964
- Must provide contact information, racial composition of service area and governing board, copy of non-discrimination policy
- Requires signature from grant contact
- Form should be emailed to respective ECD Rural Development Program Director
- Must also complete Title VI Training and Quiz found **here**

**Note:** If you're the compliance officer and chief admin differ, please be sure to have both parties sign this document.



Department of  
**Economic &  
Community Development**

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**Grant Compliance**

# Invoice Template

- This document will be received via email once the contract is approved.
- Must be completed to receive reimbursement for allowable grant expenses
- Should submit one request per month or at least one every three months
- Requires supporting documentation for each request
- Requires signature from grant contact
- Completed form and supporting documentation should be emailed to [ECD.Invoices@tn.gov](mailto:ECD.Invoices@tn.gov)

# **Budget Revision**

- Must be completed to make any changes to budget line items after the initial contract is executed
- Requires original and revised budget line items and corresponding budget amounts
- If necessary, must be completed prior to reimbursement being made
- Form should be emailed to respective ECD Rural Development Program Director

# Scope Change

- Must be completed to make any changes to the scope after the initial contract is executed
- Requires original and revised scope language
- If necessary, must be completed prior to reimbursement being made
- Form should be emailed to respective ECD Rural Development Program Director



# Contract Amendment

- Request must be made in writing to respective program director
- Request must include specific language regarding contract changes (date, grant amount, budget amounts, and/or scope)
- Request should be emailed to respective ECD Rural Development Program Director for review
- Once amendment is issued, it must be signed by all parties and approved by the official who approved the Grant Contract and any additional officials required by Tennessee laws

**Note:** No action should take place on the project until the amendment is approved. Continuing work without this approval can risk unallowable expenses which will not be reimbursed.

# Cumulative Adjustment

- Steps should be completed on final invoice if grantee participation percentage has changed due to budget revisions **or**
- If less than 100% of grant funds have not be requested on final invoice and the grantee is eligible for the full amount of the award
- Reimbursement request will be completed like normal with the additional of specified instructions for adjustment
- Requires supporting documentation for final request
- Requires signature from grant contact
- Completed form and supporting documentation should be emailed to [ECD.Invoices@tn.gov](mailto:ECD.Invoices@tn.gov)

# Community & Rural Development Contacts

CRD Staff Member	Program(s)	Email
Kent Archer	Community Development Block Grant	Kent.Archer@tn.gov
Sammie Arnold	CRD Assistant Commissioner	Sammie.Arnold@tn.gov
Alaire Brown	CRD Grants Coordinator	Alaire.Brown@tn.gov
Brooxie Carlton	CRD Deputy Assistant Commissioner	Brooxie.Carlton@tn.gov
Lindsay Gainous	Appalachian Regional Commission & Community Development Block Grant	Lindsay.Gainous@tn.gov
Crystal Ivey	Broadband Grant	Crystal.Ivey@tn.gov
Kirby Lewis	Site Development, Certified Sites & Property Evaluation Program	Kirby.Lewis@tn.gov
Amanda Martin	Senior Rural Policy Advisor	Amanda.M.Martin@tn.gov
Logan McCoy	Asset-Based Planning, Project 95 & TN Rural Hospital Transformation Act	Logan.McCoy@tn.gov
Briana Moore	CRD Grants Coordinator	Briana.Y.Moore@tn.gov
Jody Sliger	ThreeStar & Tourism Enhancement Grant	Jody.Sliger@tn.gov
Nancy Williams	MainStreet Entrepreneur & TN Downtowns Grant	Nancy.Williams@tn.gov